

ADEA Property Management Co.

2527 South 3rd West, Missoula, MT 59804

406.728.2332

email to dave@adeapm.com

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Dear,

Thanks for getting in touch with me to discuss the possibility of employing our property management company to take care of the day-to-day management needs for your rental property. Here is a summary of our management services.

Typically, our management duties entail:

- Collection of rents and security deposits, disbursements, and monthly financial reporting,
- Working with you and/or your CPA to relay all info necessary for this property to complete annual tax returns,
- Leasing, inspecting when vacant and enforcing the terms of the rental agreements,
- Overseeing and implementing maintenance duties for the interior and exterior of the building,
- Being on call to receive after hours management and maintenance requests,
- Meeting with the owner(s) to discuss property issues.
- We will work with you to develop a management agreement tailored to our specific relationship detailing the rights and responsibilities of all parties.
- While we do have maintenance personnel on staff, we have no problem working with your choice of vendors for the repair activities needed to maintain this project.

Our fee structure would be as follows:

- \$100/mo. or 10.0% of gross collected income, whichever is greater.
- No set up fee and our management agreement are month to month.
- Other costs would include reimbursement for postage, copies, faxes, software use fee of \$1.25 per unit, tax forms and other incidentals. Typically, costs you would incur if you managed the property yourself.
- Additional fees may be agreed upon and then assessed when acting as general contractor in negotiating and overseeing special improvements as directed by the property owner(s).

I look forward to providing quality management service for your investment property. Please call me if I can be of any further assistance.

Thanks again for inquiring about our services.

Sincerely,

Dave

David C. Armerding
Broker Owner